



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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M E M O R A N D U M

TO: Department and School Fiscal Officers
FROM: Clifford B. Edwards
DATE: March 9, 2001
SUBJECT: **LAPSING OF PURCHASE ORDERS**

Attached is a list of Special Fund Purchase Orders that have not had activity in Fiscal Year 2001. In order to prevent a PO on this list from lapsing, the system requires that the PO be referenced by a PV before the end of the fiscal year. If you are unable to reference a PO that you do not want to lapse, please contact your State Accountant in the Division of Accounting.

CBE:bb

cc: Phyllis Jurczak, Senior State Accountant
Bonnie Thompson, State Accountant
Van Link, State Accountant